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Item 8

Informal Document No. 2020/50

**Gender Mainstreaming in the Economic Commission for Europe**

**Follow-up to the Evaluation of Gender Mainstreaming in the Economic Commission  
for Europe: Options for Additional Resources for Gender-related Activities**

**(For information)**

## Follow-up to the Evaluation of Gender Mainstreaming in the Economic Commission for Europe:

### Options for Additional Resources for Gender-related Activities

#### Note by the secretariat

#### Background

1. In 2019, UNECE conducted an external programme level evaluation of gender mainstreaming in the organization. The Report<sup>1</sup> of this evaluation and UNECE's management response<sup>2</sup> were presented to EXCOM for information at its 108th meeting on 16 December 2019, *Item 9: Evaluation of Gender Mainstreaming in the Economic Commission for Europe*.

2. EXCOM took note of the evaluation and the management response. Discussions focused on recommendations 17 and 18 of the evaluation report and the related management response.

3. Recommendation 17 states that “In order to achieve the “meets” indicator for gender architecture, UNECE should add one more staff member fully dedicated to gender duties – ideally at P-4 or P3 level – rather than just a single Senior Gender Focal Point, to adequately implement the UNECE Gender Equality Policy and meet UN SWAP performance indicator targets.”<sup>3</sup> Recommendation 18 points to the need to “explore lower cost options for expanding human resources to establish a UNECE gender unit, such as a JPO....”<sup>4</sup>

4. Several delegations enquired whether the self-standing gender unit mentioned in the management response to recommendations 17 and 18 would be financed from extrabudgetary or regular funds. They voiced their concern that the implementation of the recommendations from the evaluation should not burden the UNECE regular budget or reduce financing for other areas of work.

5. In response to these questions, the secretariat offered to present a paper with relevant options for additional resources to EXCOM before June 2020, taking into account the concerns raised by delegations.

6. The present note by the secretariat presents several options how to increase human resources for gender-related activities in UNECE through extra-budgetary resources. Its preparation has been delayed due to the COVID-19 crisis.

#### Possible options for additional resources

7. In the current organizational structure of UNECE, there is only one staff fully dedicated to gender work, the Gender Focal Point (GFP) in the Sustainable Development and Gender Unit (SDGU). The Sustainable Development and Gender Unit has five professional officers: the Chief

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<sup>1</sup> Programme Level Evaluation: Gender Mainstreaming in UNECE, United Nations Economic Commission of Europe Final Report, 7 July 2019, [http://www.unece.org/fileadmin/DAM/OPEN\\_UNECE/03\\_Evaluation\\_and\\_Audit/Evaluation\\_Reports-with\\_SPs/Programme-wide\\_docs/FINAL\\_UNECE\\_GENDER\\_EVALUATION.pdf](http://www.unece.org/fileadmin/DAM/OPEN_UNECE/03_Evaluation_and_Audit/Evaluation_Reports-with_SPs/Programme-wide_docs/FINAL_UNECE_GENDER_EVALUATION.pdf)

<sup>2</sup> Management Response, 22 November 2019, [http://www.unece.org/fileadmin/DAM/OPEN\\_UNECE/03\\_Evaluation\\_and\\_Audit/Evaluation\\_Reports-with\\_SPs/Programme-wide\\_docs/FINAL\\_UNECE\\_GENDER\\_EVALUATION.pdf](http://www.unece.org/fileadmin/DAM/OPEN_UNECE/03_Evaluation_and_Audit/Evaluation_Reports-with_SPs/Programme-wide_docs/FINAL_UNECE_GENDER_EVALUATION.pdf)

<sup>3</sup> Ibid, p.7

<sup>4</sup> Ibid, p.7

of the Unit (D1), a Senior Economic Affairs Officer (P5), a Senior Social Affairs Officer (P5) who is UNECE's gender focal point, a P4 Economic Affairs Officer and a Junior Professional Officer whose work is currently divided between supporting the organization of the yearly Regional Forum on Sustainable Development and the Mayors' Forum. In addition, work on gender mainstreaming is supported by a network of gender focal points in the UNECE Divisions.

8. The work on gender mainstreaming comprises the development and implementation of the UNECE Policy for Gender Equality, the regular updates and monitoring of the Gender Action Plan, as well as the monitoring and yearly reporting of the implementation of the UN System-Wide Action Plan on Gender Equality and the Empowerment of Women (UNSWAP) in UNECE. While the evaluation was focused on gender mainstreaming in UNECE, leading the work on gender mainstreaming constitutes only one of several responsibilities of the GFP in SDGU.

9. Other areas of work include: (a) monitoring progress towards women's empowerment and gender equality in the region through the periodical regional review of the Beijing Platform for Action and in the framework of the Regional Forums on Sustainable Development; the most recent Beijing+25 Regional Review Meeting took place on 29-30 October 2019<sup>5</sup>, (b) promoting women's entrepreneurship development, including advancing knowledge and skills of women in the region through capacity-building workshops with a focus on women in South-East Europe, the Caucasus and Central Asia, (c) leading the work of the SPECA Working group on Gender and SDGs, (d) cooperation with other UN regional commissions in the framework of the Commission of the Status of Women and UN Development Account (UNDA) projects, (e) actively contributing to the gender related work of the regional UN system (Issue-based coalition on gender) and to the United Nations Inter-Agency Network on Women and Gender Equality (IANWGE).

10. Given the large scale of the work required, its recurrent, ongoing character and the very limited availability of other staff of SDGU to support the work of the gender focal point, additional human resources are needed. In other UN regional commissions entire divisions or units are in charge of gender related work<sup>6</sup>.

11. The evaluation of gender mainstreaming proposes that UNECE should add one more staff member fully dedicated to gender duties – ideally at P-4 or P3 level – to adequately implement the UNECE Gender Equality Policy and meet UN SWAP performance indicator targets.<sup>7</sup> It recommends to try to hire an XB project manager, a Junior Professional Officer (JPO), a UN Volunteer or interns as lower cost options for expanding human resources.

<sup>5</sup> The Beijing+25 Regional Review Meeting provided a forum for UNECE member States to review progress and identify challenges in the implementation of the Beijing Platform for Action. National reports and regional synthesis reports could be found at: <http://www.unece.org/index.php?id=51017>.

<sup>6</sup> The gender architecture in the other UN regional commission, financed by regular budget, is as follows: in ESCAP, the Gender Equality and Social Inclusion Section includes a Section Chief at P-5 level; two professionals at P3 level, one at P2 level and two general supporting staff at G6 and G5 levels; in ECLAC, the Division for gender affairs has seven professional staff at the following levels - D1 (1), P5 (1), P4 (1), P3 (2) and P2 (2) and is supported by G7 (1) Senior Research Assistant and G5 (1) Team Assistant; in ECA in addition to the African Centre for Gender, the Gender Equality and Women's Empowerment Section (GEWE) is headed by a Chief – P5, and has two professional at P4 level, one at P3, one at P2, supported by one Staff Assistant and one Programme Assistant, and in ESCWA the cluster on gender includes seven professionals – one at D1, one at P5, two at P4, two at P3 and one P2, supported by four assistants.

<sup>7</sup> Ibid. p. 7.

12. Taking into account concerns expressed in EXCOM to use regular budget funds for the implementation of the evaluation recommendations, this note considers only options that are either cost-neutral or require extra-budgetary funding.

13. The option to strengthen internal capacities through the hiring of interns does not require additional funds, but only provides short term support at a very junior level. Due to travel restrictions related to COVID-19, this option is not feasible for the time being, but will be pursued as soon as the situation improves.

14. SDGU has benefitted from the support of a UN Volunteer during the preparations of the last Regional Forum on Sustainable Development. However, this was a unique time-bound partnership between the regional commissions and UN Volunteers (UNV) to promote volunteering for the 2030 Agenda. There is no indication that UN Volunteers (UNV) would be prepared to consider a similar arrangement for gender-related work, but the secretariat will continue to explore such option.

15. The hiring of an extrabudgetary project manager, as suggested in the evaluation, would not reduce the heavy workload of the GFP. A project manager who would be financed through extrabudgetary funds under a new project would have the task to manage the implementation of the respective extrabudgetary project, the development of which would put additional work on the GFP.

16. The most promising option to strengthen human resources for gender work in SDGU might be a Junior Professional Officer (JPO). A JPO could provide stable support in the short to medium term to the GFP and support the internal work on gender mainstreaming as well as the activities outlined in paragraph 9. The Terms of Reference for a Junior Professional Officer are attached as an annex to this note. The secretariat would welcome expressions of interest from the membership to sponsor such a JPO position.

**Annex**



**TERMS OF REFERENCE**

Junior Professional Officer (JPO)

**I. General information**

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Functional title: Associate Economic Affairs Officer/ Associate Social Affairs Officer  
 Post Title: Junior Professional Officer (JPO)  
 Unit: Sustainable Development and Gender Unit (SDGU)  
 Division: Office of the Executive Secretary  
 Location: Palais des Nations, Geneva, Switzerland  
 Duration: 2 years with the possibility of extension

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

**II. Supervision**

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The JPO will be supervised directly by:  
 Malinka Koparanova  
 Senior Social Affairs Officer and ECE Gender Focal Point  
 Sustainable Development and Gender Unit

**Content and methodology of supervision:**

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor. For each assignment, general objectives, desired results and potential obstacles will be discussed beforehand with the JPO. The supervisor will give regular feedback on the progress of activities through review of the work in progress. All duties will be carried out under general supervision and the supervisor consulted on issues of policy or other sensitive matters. The final results of each set of activities will be reviewed and the quality of work assessed by the supervisor.

**Evaluation:**

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. The appraising officers will be:

**First Appraising Officer:**

Malinka Koparanova

Senior Social Affairs Officer and ECE Gender Focal Point  
Sustainable Development and Gender Unit

**Second Appraising Officer:**

Monika Linn

Director, Sustainable Development and Gender Unit

The JPO will meet regularly with his/her supervisor to receive guidance, review outputs, update the work plan if necessary and to receive support on his/her learning needs. The established work plan will outline concrete outputs for the JPO in order to monitor his/her work and to facilitate him/her taking on responsibilities in the area of gender mainstreaming as well as the linkages related to the respective fields of work of the unit. As a fully integrated member of the Sustainable Development and Gender Unit, he/she will be invited to participate in and contribute to all the meetings and activities of the unit, so as to create synergies between the different policies and tools for achieving SDGs and to maximize the learning elements.

### **III. Duties, Responsibilities and Output Expectations**

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The JPO will work in SDGU where he/she will support the Gender Focal Point with organizational and analytical tasks related to gender mainstreaming in UNECE and the implementation of the Beijing Declaration and Platform for Action and the gender-related goals and targets of the 2030 Agenda for Sustainable Development in the UNECE region.

Under the supervision of the ECE Gender Focal Point, the JPO will:

- assist in the implementation of the UNECE Policy for Gender Equality and the Empowerment of Women and in the monitoring and reporting of the UNECE Gender Action Plan for 2021-2022 in the framework of the UNSWAP
- providing advice to UNECE divisions on the mainstreaming of gender in the UNECE sub-programmes
- contribute to the follow up of the implementation of the Beijing Declaration and Platform for Action in the economic area, including in the priorities outlined in the conclusions of the Regional Review of the Beijing+25 meeting (October 2019)
- contribute to collecting, categorizing and analyzing relevant information on the implementation of SDG 5 and the gender related SDG targets in the UNECE region, as a contribution to the overall review of SDG implementation at the Regional Forums on Sustainable Development
- assist in updating the web-site on gender in UNECE including through the collection and analysis of relevant information on good practices in gender mainstreaming
- liaise with members of the Geneva-based inter-agency network on gender equality and the empowerment of women, including on UN-SWAP network (ILO, ITU, ITC, UNCTAD, WHO etc.)
- help to engage in capacity building activities with UNECE member States in the area of gender and economy in the countries in South-East Europe, the Caucasus and Central Asia, including in the framework of SPECA as well as the UNDA 13 project, the workstream on care economy (2021-2022)
- contribute to communication activities related to the above areas.

### Output Expectations

- A more systematic promotion of gender mainstreaming in the UNECE sub-programmes
- Enhanced capability of SDGU to monitor and report on UN-SWAP activities and results
- Strengthened and expanded partnerships within the regional and global gender-related work of the UN system and with other stakeholders in the region to accelerate efforts for achieving gender equality and the empowerment of women as reflected in the Beijing Declaration and Platform for Action and SDG 5
- Enhanced capability of SDGU to undertake capacity-building activities for women's economic empowerment with a focus on the countries of South-East Europe, the Caucasus and Central Asia
- Development of a web-based repository of good practices on the implementation of policies for gender equality and the empowerment of women and girls in the UNECE region as a hub for member States and other stakeholders
- Enhanced cross-sectoral collaboration in UNECE with an integrated approach to implementing SDG related activities with a gender lens.

### Travel

Travel costs will be covered by the JPO travel budget and by the UNECE Secretariat as appropriate.

## **IV. Qualifications and Experience Duties**

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### **Education:**

Advanced university degree in gender studies, law, economics, sociology, political science, or another relevant discipline.

### **Work experience:**

Minimum two years of previous work experience, preferably in research or international environment.

### **Languages:**

Fluent command of written and spoken English is required. Knowledge of Russian is an advantage.

### **Other skills:**

Computer, writing and communication skills. Experience with quantitative data analysis and statistical and database will be advantageous.

### **UN competencies:**

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

**COMMUNICATION:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

### **Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

## **V. Learning Elements**

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On completion of the assignment, the JPO will develop skills and gain experience in:

- improving understanding of key issues related to mainstreaming gender in various areas
- work in a policy area cutting across many fields that is directly related to the UN Sustainable Development Goals and the linkages to gender equality – SDG 5
- designing and implementing capacity-development activities
- organizing and servicing meetings
- drafting reports, briefings and project proposals
- interacting with a broad spectrum of experts and officials from national and international organizations
- interpreting the societal consequences of economic trends through gender lens
- communicating in oral and in writing in English, and other UN official languages

## **VI. Background Information**

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The Sustainable Development and Gender Unit is part of the Office of the Executive Secretary of UNECE which is one of the five Regional Commissions of the United Nations. UNECE's major aim is to promote pan-European economic integration. UNECE includes 56 member States in Europe, North America and Asia. Over 70 international professional organizations and other nongovernmental organizations take part in UNECE activities.

The SDGU provides policy advice, analysis and advocacy on cross-cutting issues relating to the implementation, follow-up and review of the 2030 Agenda for Sustainable Development and on gender equality, in partnership with other United Nations entities and stakeholders, as relevant.



The Unit is responsible for leading UNECE’s work on gender equality and the empowerment of women. The core of its work is devoted to mainstreaming gender equality within the organization, in its Sub-programmes as well as to support UNECE member States in the implementation of the Beijing Declaration and Platform for Action. In its activities, SDGU works with partners to achieve gender equality in the UNECE region. In line with our mandate as a regional economic commission, UNECE’s main focus is on women’s economic empowerment which sets a direct path towards inclusive economic growth. The work towards advancing the situation of women and men in the economies of the UNECE region includes capacity building for women’s entrepreneurship development, providing a forum for policy dialogue and sharing best practices in gender-responsive economic policies, and discussion and collection of sex-disaggregated data and gender statistics.

The Sustainable Development and Gender Unit currently has five professional officers: the Chief of the Unit (D1), a Senior Economic Affairs Officer (P5), a Senior Social Affairs Officer (P5) who is UNECE’s gender focal point, a P4 Economic Affairs Officer and a Junior Professional Officer supporting the organization of the yearly Regional Forum on Sustainable Development.

Given the large scale of the work on gender related issues in the UN system and the member States, its ongoing character and the very limited availability of other staff of the Unit to support the work of the ECE Gender Focal Point, the JPO could make an important contribution to meet these demands. This additional capacity will allow for a more systematic promotion of gender mainstreaming in UNECE, for strengthening and expanding partnerships within the regional and global gender-related work of the UN system and with other stakeholders, as well as strengthening capacity-building activities.

### Approximate budget

	P2 position –salary (approx) <sup>8</sup>	Travel and training
Year 1	125,000 USD (gross)	10,000 USD
Year 2	125,000 USD	10,000 USD
TOTAL for two years	250,000 USD	20,000 USD
<b>Grand total for two years</b>	<b>270,000 USD</b>	

The possibility to extend the contract will be discussed during the second year by the UNECE Secretariat and the relevant authorities of the sponsoring country.

<sup>8</sup> Salary is based on average salary for P2 step 1 level. The final amount could vary depending on number of dependent children and on current exchange rates and cost-of-living indices. For instance, annual salary with no dependent children is 108,000 USD. With two dependent children, including school fees: 155,000 USD.